

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: SDA ADMINISTRATORS' QUARTERLY MEETING MINUTES

The minutes and revised agenda from the Service Delivery Area (SDA) Administrators' Quarterly Meeting held at the Radisson Hotel in Sacramento on June 4, 1999, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact Jackie Owen at (916) 654-8006.

/S/ BILL BURKE  
Assistant Deputy Director

Attachments

## SERVICE DELIVERY AREA (SDA) ADMINISTRATORS' QUARTERLY MEETING

Radisson Hotel  
500 Leisure Lane  
Sacramento, California 95815  
Friday, June 4, 1999

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### Agenda

8:00 a.m.	Welcome	Bill Burke, Job Training Partnership Division
8:10 a.m.	Federal Perspective	John Humphrey, Department of Labor (DOL), Region IX
8:30 a.m.	Legislative Update	Virginia Hamilton, California Workforce Association (CWA)
9:00 a.m.	Workforce Investment Act (WIA) of 1998 Discussion	
	1. California Office of Workforce Investment <ul style="list-style-type: none"><li>Purpose of Team and Activities to Date</li></ul>	Linda Monroe
	2. Workforce Investment Transition Division <ul style="list-style-type: none"><li>WIA Two Percent Transition Funds for Program Year 1999-2000</li></ul>	Vicki Grönbeck
	3. CWA <ul style="list-style-type: none"><li>Comments on WIA Regulations</li><li>Capacity Building Technical Assistance and Training Funds</li><li>Job Service in the One-Stop</li></ul>	Keith Lee, CWA John Humphrey, DOL
10:30 a.m.	Break	
10:45 a.m.	WIA Discussion Continued	
Noon	Lunch	On Own

# SERVICE DELIVERY AREA (SDA) ADMINISTRATORS' QUARTERLY MEETING

Radisson Hotel  
500 Leisure Lane  
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## Agenda

1:00 p.m.	<b>Welfare-to-Work (WtW) Grant</b> <ul style="list-style-type: none"><li>• Technical Assistance on WtW Implementation Barriers</li><li>• Best Practices: Lessons Learned</li><li>• Preparation for Special Hearing</li><li>• <i>Strengthening the Bridge: TANF and Welfare-to-Work Grant Program</i> Conference</li></ul>	Bill Burke, JTPD
3:00 p.m.	Open Discussion	All
3:30 p.m.	Closing Comments	Bill Burke, JTPD

## SERVICE DELIVERY AREA (SDA) ADMINISTRATORS' QUARTERLY MEETING MINUTES

Friday, June 4, 1999

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**Hot Topics**—Bob Hermsmeier, Job Training Partnership Division (JTPD) announced the June 15, 1999, Management Information System (MIS) Welfare-to-Work (WtW) User Group meeting in Sacramento. The meeting includes discussion on Job Training Automation (JTA) customer support, JTA release 3.19, WtW financial reporting issues, WtW client forms, participant tracking and reporting issues, reporting WtW participant costs by activity—overcoming the barriers, and WtW monthly reporting breakouts for WtW 85 percent grants and WtW 15 percent grants.

**Federal Perspective**—John Humphrey, Department of Labor (DOL), Region IX, provided an update on Region IX activities. House Resolution 1482 (Cardin), amending the WtW Grant program, includes language that provides flexibility in the area of eligibility requirements, simplifies the eligibility process, and places strong emphasis on noncustodial parents, creating greater integration with the workforce investment system. Recent media attention focusing on the WtW Grant program may influence additional resources the reauthorization would provide.

A one-day conference scheduled for July 7, 1999, entitled *Strengthening the Bridge: TANF and Welfare to Work Grant Program*, is designed to improve understanding and communication between Temporary Assistance for Needy Families (TANF) agencies and WtW grantees. The conference is sponsored by the DOL, Department of Health and Human Services (DHHS), California Department of Social Services (CDSS), Employment Development Department (EDD), County Welfare Director's Association, and the California Workforce Association (CWA).

Nationwide, 12 states (including Nevada from Region IX) have submitted Workforce Investment Act (WIA) state plans. Hawaii's state plan will be submitted in December 1999, with Arizona following in April 2000. Nevada, Arizona, and Hawaii have grandfathered in the existing statewide boards.

As a part of the dislocated worker program strategy, the DOL has created a nationwide toll-free help hotline. Dislocated workers can receive information from a national call center and would then be referred to the caller's resident state for additional information. Currently, 11 States are pilot sites.

The DOL will hold a bidders conference for Youth Opportunity Grants on June 24, 1999, at the Wyndham Hotel, Los Angeles International Airport. The initiative targets federal Empowerment Zone/Enterprise Communities (EZ/EC).

The DOL, Office of Inspector General (OIG), will conduct an audit of 35 Title III dislocated worker programs across the nation. Oakland City SDA was randomly selected as one of the 35 sites where the OIG will conduct its audit.

**Legislative Update**—Virginia Hamilton, CWA, provided an update on State Legislation of interest to the CWA. The document is located on the CWA Internet site at <http://www.calworkforce.org>.

## **Workforce Investment Act (WIA) of 1998 Discussion**

### **1. California Office of Workforce Investment**

- **Purpose of Team and Activities to Date**—Linda Monroe, California Office of Workforce Investment, provided information relative to activities underway in that office to launch WIA implementation in California. The California Office of Workforce Investment will begin to align and develop issues for consideration by the State Workforce Investment Board (SWIB) when it is established.

The California Office of Workforce Investment was established by Michael Bernick, Director, EDD, in conjunction with the California Health and Human Services Agency (CHHSA) and the Governor's Office. To date, the office has contacted various associations requesting nominations from the business sector for consideration by the Governor as possible SWIB members. On behalf of Governor Davis, a letter of intent to apply as a Local Workforce Investment Area (LWIA) was mailed to Local Elected Officials (LEO) of the SDAs. The letter requested a response from LEOs by June 18, 1999. A courtesy copy of the letter was sent to SDA administrators, Chancellor's Office of the California Community College, Department of Education, CHHSA, California State Association of Counties, League of California Cities, and the County Welfare Director's Association.

Susan Cleere-Flores, Los Angeles City SDA, recommended that the Private Industry Councils also be sent a courtesy copy of the Declaration of Intent letter.

Concern was raised that June 18, 1999, may not be sufficient time to allow some LEOs to gain approval from their governing boards of their intent to apply as a LWIA. Linda Monroe responded that staff would follow up with the LEOs and take into consideration the time constraint in working out issues as needed.

Linda added that three areas identified for immediate action include the LWIA application process, criteria for nomination to the local workforce investment boards, and criteria for certification of the local boards.

The California Office of Workforce Investment and the Workforce Investment Transition Division, EDD, will meet weekly to ensure coordination of activities between the two offices.

The California Office of Workforce Investment will be working with CWA to develop a communication strategy involving workforce investment partners.

## **2. Workforce Investment Transition Division**

- WIA Two Percent Transition Funds for Program Year (PY) 1999-2000—Vicki Grönbeck, Workforce Investment Transition Division, has forwarded for approval recommendations for distribution of \$5.4 million in PY 1999-2000 local planning funds under WIA. Two SDA Advisory Committee conference calls were held in May for the purpose of gathering input from members on the concept of the draft proposal. The CWA also participated in the conference call. The original draft proposal as distributed by JTPD to SDA administrators included the following three elements: withholding two percent of Job Training Partnership Act (JTPA) funds for WIA transition purposes; the source of the JTPA two percent funds would be from Title III 40 Percent Governor's Discretionary funds; the bulk of the two percent funds would be distributed to the SDAs by formula allocation, withholding a portion for designated new LWIAs.

## **3. California Workforce Association**

- Comments on WIA Regulations—Keith Lee, San Bernardino County, asked for comments from the SDA administrators relative to WIA Regulations. The following comments were made:
  - Confusion surrounding the ten youth activities required by WIA that are competitively bid versus required youth elements, e.g., intake, assessment, service strategy, etc., that are mandated program design activities.
  - The WIA regulations are not clear on what constitutes core and intensive services and what does not. What requires registration/enrollment into core and intensive services and what does not?
  - To what extent do WIA regulations apply to other streams of funding within a One-Stop environment? How is administration itemized and categorized?
  - Possible technical amendments to the federal law in the area of partnership agreements between an LEO and a Workforce Investment Board (WIB) and local hold harmless.
  - Current language calls for no sanctions in the first year of implementation. It is unclear whether the first year is interpreted as PY 1998-1999 for early implementation states as opposed to California's implementation date of July 2000.

Comments on the WIA regulations are due to DOL by July 14, 1999. The CWA and EDD will coordinate, where possible, comments for submission.

- Capacity Building Technical Assistance and Training (TAT) Funds—John Humphrey, DOL, Region IX, provided background on TAT funds available to Region IX that will assist states and local entities transition successfully to

WIA. The EDD, SDA Advisory Committee, and CWA submitted a joint proposal for the use of approximately \$216,000 in TAT funds for WIA transition activities and development of integrated One-Stop systems throughout California.

In order that all partners may capitalize on training provided by EDD, DOL, CWA, and local entities throughout the year, Mike Curran, North Santa Clara Valley Job Training Consortium (NOVA), stressed the importance of early dissemination and coordination of information that provides description, content, location, and dates of training throughout California.

John Humphrey added that to the degree training can be shared, duplicated, or downloaded from the Internet for adaptation to an areas' program training need is encouraged.

Pat Unangst, Carson/Lomita/Torrance Consortium, suggested practitioner training as soon as possible.

Virginia Hamilton, CWA, shared information on a one-year credential program for workforce professionals offered by California State University, Sacramento.

- Job Service in the One-Stop—Keith Lee, San Bernardino County, opened discussion to allow SDA administrators the opportunity to identify concerns relative to Job Service in One-Stop offices. The following concerns were raised:
  - How will planning for the expenditure of Wagner-Peyser funds be integrated with state and local funding streams?
  - Job Service rules: SDAs cannot post job orders unless the employer is willing to list with California Job Openings Browse System (CalJOBS).
  - Twenty-four hour veterans hold placed on job leads once listed.
  - What rules apply to Job Service funds versus other funds?
  - Clarify intent and purpose of Job Service integrated into One-Stop.
  - Who pays for EDD presence in a One-Stop, how much, and for what?
  - What is the Wagner-Peyser budget for this year and how is it being allocated?
  - What flexibility exists to match or co-fund Wagner-Peyser to benefit the One-Stop?
  - Corporate culture issues: Job Service as one function among multiple EDD operations. How does the corporate culture aspect of conducting business integrate with local one-stop philosophies?
  - What role will the WIB have in relationship to Job Service activities, in particular, Wagner-Peyser funding?
  - Does the State intent to expend Wagner-Peyser funds on restructuring the JTA system?
  - Will the State provide leadership regarding common data collection?

- The EDD local managers are without budget authority.
- Linking CalJOBS with the Internet.
- Identify issues that are State versus federal.
- The need for integrated data systems.

Relative to the 24-hour veterans hold, Mark Heilman, Job Service Division, responded that the State recently received instruction from the Governor's Office to implement a 24-hour veterans hold on job leads posted in CalJOBS. These job leads would be accessible for viewing by veterans only. After the 24-hour period, the leads become available for self-service or referral.

### **Welfare to Work Grant**

- Preparation for Special Hearing—Bill Burke, JTPD, requested discussion points from SDA administrators to prepare for a special hearing requested by Senator Johnston and Lieutenant Governor Bustamante. The hearing is to discuss WtW implementation in California and is tentatively set for June 22, 1999, at the State Capitol.

Concepts, views, and observations suggested for discussion and presentation at the hearing include:

- Assemble up-to-date national WtW enrollment data.
- Present a united cause.
- Major system changes occurred throughout the welfare community.
- A national and State timeline/calendar showing CalWORKs and WtW implementation, when funds became available, date WtW State Plan was submitted and subsequently approved by DOL, and the date SDA contracts were in place.
- The inclusion and benefit of new partners and the resulting complexity of building relationships.
- Building a strategic alliance of systems takes time.
- Develop a public relations program.
- Involve John Wallace, Manpower Demonstration Research Corporation, and LEOs in the discussion.
- Use of visual aids: pie chart displaying the national and State TANF budgets.
- Own responsibility to succeed and define the intent to build a system infrastructure based on continuity.
- Understanding sanctions.
- Touch base with other states experiencing similar barriers.
- Testimony from individuals with identified barriers not meeting eligibility criteria.



- Assemble supporting data on individuals who hold a high school diploma but do not meet eligibility criteria.
- State Technical Assistance Plan on WtW Implementation Barriers—Bob Hermsmeier, JTPD, provided information relative to the State's effort to support successful implementation of the WtW program in California. The JTPD program management staff and CDSS staff have scheduled joint visits to ten SDAs. The purpose of the visits is to gather information relative to best practices associated with local coordination, and, conversely, the lack of coordination. The intent is to identify and resolve barriers by ensuring adequate and appropriate technical assistance is being provided to areas with the greatest need.

### **Open Discussion**

- Keith Lee, San Bernardino County, announced the results of recent elections to the CWA Executive Committee as follows:

Keith Lee, San Bernardino County, Chair  
 Patricia Nunn, Santa Ana City, First Vice President  
 Sue Cleere-Flores, Los Angeles City, Second Vice President  
 Kenneth Kessler, Los Angeles County, Secretary/Treasurer  
 Joseph Werner, Monterey County, Program and Training Committee Chair  
 Ray Worden, Long Beach City, Issues Committee Chair

Five additional at-large members will be appointed and announced by CWA.

- Mike Curran, NOVA, requested a status on waivers. Michael Evashenk, JTPD, responded that DOL has indicated that existing waivers will roll to PY 1999-2000.

The meeting adjourned at 2:15 p.m.